



DIVISION OF HUMAN RESOURCE MANAGEMENT
EMPLOYEE APPRAISAL RESPONSE TO REQUEST FOR REVIEW

Employee Name: Last First Initial
Class Title: Employee ID #:
Dept/Div/Section: Date Review Requested:
Agency # (3 digits): Home Org # (4 digits): Date Response Due:

NAC 284.097 "Reviewing officer" defined. (NRS 284.065) "Reviewing officer" means: 1. The supervisor of the person who prepared a report on performance of an employee; or 2. Such other person designated by the appointing authority, who reviews the report on performance upon the request of the employee pursuant to paragraph (b) of subsection 7 of NAC 284.470.

The following response is provided based on employee's request for review, and points of disagreement. (Additional pages may be attached if needed.)

Prepared by/Reviewing Officer's Signature & Title :
Date

NAC 284.470 (7b) : "...The appointing authority shall review the recommendation of the reviewing officer regarding the contested report on performance and render a final decision to the employee within 10 working days after receiving the recommendation."

Decision of Appointing Authority.

Appointing Authority's Signature & Title :

_____ **Date** _____

Received by/Employee's Signature:

_____ **Date** _____